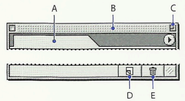
Common palette shortcuts

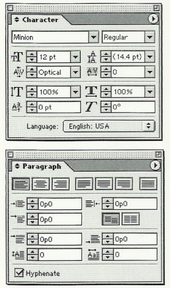


A. Double-click to cycle among full, partial, and collapsed views of palette.
B. Drag to move palette.
C. Click to collapse or expand palette completely.
D. Click to create item; ⌥ –click to create item and set options. Drag onto button to duplicate item.
E. Click to delete item; ⌥ –click to delete without confirmation.

Other common palette shortcuts

- Double-click item to change options.
- ⇧ + Enter to apply value and keep focus on option.
- Use + (plus), – (minus), * (times), / (divided by), or % to perform calculations in values.
- ↑ or ↓ to increase or decrease measurement values by a small increment.
- ⇧ + ↑ or ↓ to increase or decrease measurement values by a large increment.
- ⌘ + ~ to activate last-used option in last-used palette.
- ⇧ –click to select range of styles, layers, links, swatches, or library objects.
- ⌘ –click to select nonconsecutive styles, layers, links, swatches, or library objects. Tab in value to apply and select next value.
- Esc to move focus to selected object, text, or window.
- With no insertion point, Tab to show or hide all open palettes.
- With no insertion point, ⇧ + Tab to show or hide all open palettes except the toolbox.
- ⌥ + ⌘ –click in list, and then use keyboard to select item by name.

Character and Paragraph palettes



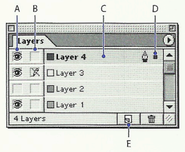
Character and paragraph shortcuts

- ⌥ + ⌘ + ⇧ + J to open Justification dialog box.
- ⌥ + ⌘ + J to open Paragraph Rules dialog box.
- ⌥ + ⌘ + K to open Keep Options dialog box.
- ⌘ + T or ⌘ + M to activate Character or Paragraph palettes.

Tabs palette

- Click tab alignment button (left, right, center, or decimal), then click tab ruler; or type a value for X and press ⌘ + Enter to create a new tab at the specified location.
- Drag tab to new location, or type a value and press Enter to move tab.
- ⌥ –click tab to switch between alignment options.
- ⇧ + ⌘ + T to activate palette.

Layers palette

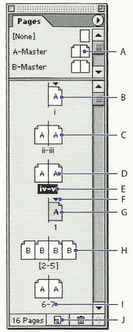


A. Click to show or hide layer (eye icon if visible). Drag through eye icon column to show or hide specific ranges of layers; ⌥ –click eye icon to show all layers or hide others.
B. Click to lock or unlock layer (crossed-out pencil icon if locked). Drag through locked column to lock or unlock multiple layers; ⌥ –click to unlock all layers or lock others.
C. Drag layer to move; ⌥ –click to select all objects on layer; ⇧ + ⌥ –click to add to a selection.
D. Drag square to a different layer to move a selected object to that layer; ⌥ –drag to copy selection to new layer; ⌘ –drag to move selection to locked or hidden layer; ⌘ + ⌥ –drag to duplicate selection to locked or hidden layer.
E. ⌘ –click to place new layer at top of list. ⌥ + ⌘ –click to place new layer below selected layer.

Another layers shortcut

- F7 to activate palette.

Pages palette

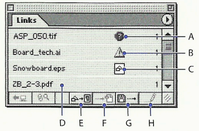


A. Click to select a master. Double-click to go to and activate a master. Drag to blank portion of page area to create a page or spread with that master applied. Drag to page or page numbers, or ⌥ –click with page selected to apply master. Drag to another master or ⌥ –click master with another master selected to base one master on another.
B. One-page spread. Drag to move page to a new location. Drag to blank portion of masters area to save page as a master.
C. Two-page spread
D. Letter indicates assigned master.
E. Highlighted numbers indicate active spread.
F. Section marker. Double-click to redefine section.
G. Highlighted icon indicates selected page or spread. Click to select a page. Double-click to go to and activate a single page of a spread.
H. Multi-page spread
I. Page number or section number. Click to select a spread. Double-click to go to and activate a spread.
J. ⌘ –click to create master; ⌥ –click to display Insert Pages dialog box; ⌥ + ⌘ –click to set master options.

Other pages shortcuts

- F12 to activate palette.
- ⇧ + ⌘ + P to add a new page after the current page.

Links palette

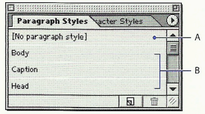


A. Indicates missing item.
B. Indicates out-of-date item.
C. Indicates embedded item.
D. Select and click Go to Link button (F) or ⌥ –double-click to go to the linked item. Double-click to display Link Information dialog box. ⌘ –double-click to select all filenames.
E. Click to relink item.
F. Click to go to a linked item.
G. Click to update out-of-date links.
H. Click to open item in original application.

Another links shortcut

- ⌘ + ⇧ + D to activate palette.

Character and Paragraph Styles palettes

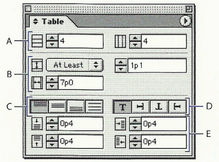


A. Click to remove style, but not local formatting, from selected text; ⌥ –click to remove style and local formatting.
B. Click to apply character or paragraph style. When applying a paragraph style, click a paragraph style name to preserve local formatting and character styles; ⌥ –click to override local formatting but preserve character styles; ⇧ + ⌥ –click to override all local formatting and character styles.

Other styles shortcuts

- Select text, and then press ⇧ + ⌥ + ⌘ + C to make character style definition match text.
- Select text, and then press ⇧ + ⌥ + ⌘ + R to make paragraph style definition match text.
- ⇧ + ⌥ + ⌘ –double-click style to change options without applying style.
- F11 or ⇧ + F11 to activate Paragraph Styles or Character Styles palette, respectively.

Table palette

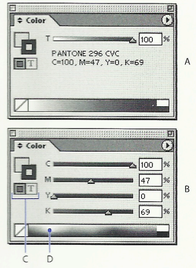


A. Number of rows and columns
B. Row height and column width
C. Vertical alignment within cell
D. Text rotation
E. Cell inset

Another table shortcut

- Shift + F9 to activate palette.

Color palette

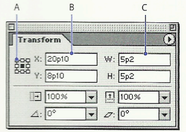


A. Tint mode
B. CMYK mode
C. Click to determine whether color applies to text frame or text.
D. Color bar. Click to select a color for fill or stroke; ⌥ –click to select a color for the nonactive fill or stroke; ⇧ –drag a slider to move sliders in tandem.

Other color shortcuts

- ⇧ –click color bar to change color modes.
- F6 to activate palette.

Transform palette

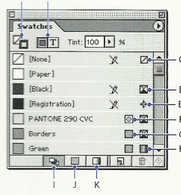


A. Proxy icon
B. Object's location
C. Object's size

Other transform shortcuts

- ⌥ + Enter to apply value and copy object.
- ⌘ + Enter to apply width, height, or scale value proportionately.
- F9 to activate palette.

Swatches palette



A. Select whether to affect stroke or fill.
B. Select whether to affect text or container.
C. Sets fill or stroke to None.
D. Indicates CMYK mix.
E. Indicates registration color.
F. Indicates spot color.
G. Indicates process color.
H. Indicates RGB mix.
I. Shows all swatches.
J. Shows color swatches.
K. Shows gradient swatches.

Other swatches shortcuts

- Drag swatches to object strokes or fills.
- ⌥ –click New Swatch button to create a new swatch based on the current swatch.
- ⌥ + ⌘ –click New Swatch button to create a spot color swatch based on the current swatch.
- ⇧ + ⌥ + ⌘ –double-click swatch to change options without applying swatch.
- F5 to activate palette.

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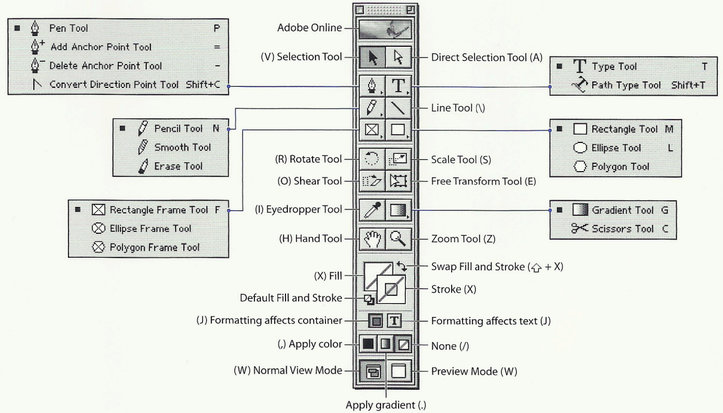
QUICK REFERENCE CARD



Toolbox shortcuts

- Press shortcut key (shown in parentheses) to select tool (except with text insertion point).
- Press ⇧ to constrain dragging or drawing to straight line, circle, square, or multiples of 45°.
- ⌥-drag (with insertion point) or spacebar (no insertion point) to temporarily select ✋. To select ✋, you can also press ⌘ + spacebar, and then release ⌘.
- Press X to switch between fill and stroke, or ⇧ + X to switch fill and stroke colors.
- Double-click ⬡ (polygon tool), ✎ (pencil tool), ✎ (smooth tool), or 💧 (eyedropper tool) to set options.
- Double-click ▭, ▯▯, or ↻ to open the tool's dialog box.
- Double-click ◨ to activate Gradient palette.
- Double-click ✋ to switch to Fit in Window view.
- Double-click 🔍 to switch to Actual Size view (100%).

Note: *Some Macintosh keyboards do not include individual Home and End keys. Instead, you can use the fn modifier key. For example, instead of pressing ⌥ + Home to move to the beginning of a table row, hold down ⌥, and then press fn + ↖ (Home).*

Selecting and moving objects

RESULT	ACTION
Temporarily selects ↖ or ↖ (last used)	Any tool (except selection tools) + ⌘
Temporarily selects ↖* (group-selection tool)	↖ + ⌥; or ✒, ✒⁺, or ✒⁻ + ⌥ + ⌘
Adds to or subtracts from a selection of multiple objects	↖, ↖, or ↖⁺ + ⇧ –click (to deselect with ↖, click center point)
Duplicates selection when ↖ₐ appears	↖, ↖, ↖⁺ + ⌥ –drag *
Duplicates and offsets selection**	⌥ + ⇲, ⇲, ⇱, or ⇱
Duplicates and offsets selection by 10 times**	⌥ + ⇧ + ⇲, ⇲, ⇱, or ⇱
Moves selection**	⇲, ⇲, ⇱, or ⇱

RESULT	ACTION
Moves selection by 10 times**	⇧ + ⇲, ⇲, ⇱, or ⇱
Selects master page item from document page	↖ or ↖ + ⇧ + ⌘ –click
Selects next object behind or in front	↖ + ⌘ –click or ↖ + ⌥ + ⌘ –click
Selects next object under pointer or in front of selected object	⌥ + ⌘ +] or [
Selects next or previous frame in story	⌥ + ⌘ + Page Down or Page Up
Selects first or last frame in story	⇧ + ⌥ + ⌘ + Page Up or Page Down

**Press Shift to constrain movement to 45 degree angles.*

***Amount is set in Edit > Preferences > Units & Increments.*

Editing paths and frames

RESULT	ACTION
Temporarily selects ↖	↖ + ⌥ + ⌘, or ✒ + ⌥
Temporarily switches between ✒⁻ and ✒⁺	⌥
Temporarily selects ✒⁺	✂ + ⌥

RESULT	ACTION
Keeps ✒ selected when pointer is over path or anchor point	✒ + ⇧
Moves anchor point and handles while drawing	✒ + spacebar

Tables

RESULT	ACTION
Insert Table	⇧ + ⌥ + ⌘ + T
Insert row	⌘ + 9
Insert column	⌥ + ⌘ + 9
Insert or delete rows or columns while dragging	Begin dragging row or column border, and then hold down ⌥ as you drag
Delete row	⌘ + Delete
Delete column	⇧ + Delete
Resize rows or columns without changing the size of the table	⇧ –drag interior row or column border
Resize rows or columns proportionally	⇧ –drag right or bottom table border
Move to next cell	Tab
Move to previous cell	⇧ + Tab
Move to first cell in column	⌥ + Page Up
Move to last cell in column	⌥ + Page Down

RESULT	ACTION
Move to first cell in row	⌥ + Home
Move to last cell in row	⌥ + End
Move to first row in frame	Page Up
Move to last row in frame	Page Down
Start row on next column	Enter (numeric keypad)
Start row on next frame	⇧ + Enter (numeric keypad)
Toggle between selecting and deselecting cell	Esc
Select cell	⌘ + /
Select row	⌘ + 3
Select column	⌥ + ⌘ + 3
Select entire table	⌥ + ⌘ + A
Table Options dialog box	⌥ + ⌘ + T
Cell Options dialog box	⌥ + ⌘ + B

⇧ Shift ⌥ Option
⌘ Command ☐ Key

Transforming objects

RESULT	ACTION
Duplicates and transforms selection	⇲, ⇲, or ⇲ + ⌥ –drag*
Displays Transform palette	Double-click ⇲, ⇲, or ⇲ in toolbox
Resizes selection proportionately	↖ + ⇧
Increases size by one percent**	⌘ + .
Decreases size by one percent**	⌘ + ,

RESULT	ACTION
Resizes graphics frame and content	↖ + ⌘ –drag
Constrains proportion	⬭, ⬡, or □ + ⇧ –drag

**After you select the transform tool, hold down the mouse button, and then hold down Option and drag. Press Shift to constrain movement to 45 degree angles.*

***Press Option to increase or decrease size by five percent.*

Finding and changing text

RESULT	ACTION
Inserts selected text into Find What box	⌘ + F1
Inserts selected text into Find What box and finds next	⇧ + F1
Finds next occurrence of Find What text	⇧ + F2 or ⌥ + ⌘ + F

RESULT	ACTION
Inserts selected text into Change To box	⌘ + F2
Replaces selected text with Change To text	⌘ + F3
Replaces selected text with Change To text and finds next	⇧ + F3

Working with type

RESULT	ACTION
Bold	⇧ + ⌘ + B
Italic	⇧ + ⌘ + I
Normal	⇧ + ⌘ + Y
Underline	⇧ + ⌘ + U
Strikethrough	⇧ + ⌘ + /
All caps (on/off)	⇧ + ⌘ + K
Small caps	⇧ + ⌘ + H
Superscript	⇧ + ⌘ + + (plus sign)
Subscript	⇧ + ⌥ + ⌘ + + (plus sign)
Resets horizontal/vertical scale to 100%	⇧ + ⌘ + X or ⇧ + ⌥ + ⌘ + X
Aligns left, right, or center	⇧ + ⌘ + L, R, or C
Justifies all lines	⇧ + ⌘ + F (all lines) or J (all but last line)
Increases or decreases point size*	⇧ + ⌘ + > or <
Increases or decreases point size by 5 times*	⇧ + ⌘ + ⌥ + > or <
Increases or decreases leading*	⌥ + ⇱ or ⇲
Increases or decreases leading by 5 times*	⌥ + ⌘ + ⇱ or ⇲
Selects or deselects preferences setting for typographer's marks	⇧ + ⌥ + ⌘ + "

RESULT	ACTION
Autoleading	⇧ + ⌥ + ⌘ + A
Aligns to grid (on/off)	⇧ + ⌥ + ⌘ + G
Auto-hyphenates (on/off)	⇧ + ⌥ + ⌘ + H
Increases or decreases kerning and tracking	⌥ + ⇲ or ⇲
Increases or decreases kerning and tracking by five times	⌥ + ⌘ + ⇲ or ⇲
Increases kerning between words*	⌥ + ⌘ + \
Decreases kerning between words*	⌥ + ⌘ + Delete
Clears all manual kerning and resets tracking to 0	⌥ + ⌘ + Q
Increases or decreases baseline shift**	⇧ + ⌥ + ⇱ or ⇲
Increases or decreases baseline shift by 5 times	⇧ + ⌥ + ⌘ + ⇱ or ⇲
Automatically flows story	⇧ –click loaded text icon
Semi-automatically flows story	⌥ –click loaded text icon
Recomposes all stories	⌥ + ⌘ + /
Inserts current page number	⌥ + ⌘ + N
Inserts section marker text (or placeholder)	⇧ + ⌥ + ⌘ + N

**Press Shift to increase or decrease kerning between words by 5 times.*

***Amount is set in Edit > Preferences > Units & Increments.*

⇧ Shift ⌥ Option
⌘ Command ☐ Key

Navigating through and selecting text

RESULT	ACTION
Moves to right or left one character	⇲ or ⇲
Moves up or down one line	⇱ or ⇲
Moves to right or left one word	⌘ + ⇲ or ⇲
Moves to start or end of line	Home or End key
Moves to previous or next paragraph	⌘ + ⇱ or ⇲
Moves to start or end of the story	⌘ + Home or End key
Selects one word	Double-click word
Selects one word right or left	⇧ + ⌘ + ⇲ or ⇲

RESULT	ACTION
Selects one character right or left	⇧ + ⇲ or ⇲
Selects one line above or below	⇧ + ⇱ or ⇲
Selects start or end of line	⇧ + Home or End key
Selects one paragraph	Triple-click or quadruple-click paragraph, depending on Text Preferences setting
Selects one paragraph before or after	⇧ + ⌘ + ⇱ or ⇲
Selects current line	⇧ + ⌘ + \
Selects characters from insertion point	⇧ – click
Selects start or end of story	⇧ + ⌘ + Home or End key

Viewing

RESULT	ACTION
✋	spacebar (with no text insertion point), ⌥ –drag (with text insertion point), or ⌘ + spacebar, and then release ⌘
🔍+	⌘ + spacebar
🔍–	⌥ + ⌘ + spacebar or 🔍+ + ⌥
Fits page in window	⌘ + 0
Fits spread in window	Double-click ✋ or ⌥ + ⌘ + 0
Displays 100% magnification	⌘ + 1 or double-click 🔍
Zooms to 50%, 200%, or 400%	⌘ + 5, 2, or 4
Redraws screen	⇧ + F5
Switches between current and previous zoom levels	⌥ + ⌘ + 2
Scrolls up or down one screen	Page Up or Page Down
Goes back or forward to last-viewed page	⌘ + Page Up or Page Down
Goes to previous or next spread	⌥ + Page Up or Page Down
Cycles through units of measurement	⇧ + ⌥ + ⌘ + U
Snaps guide to ruler increments	⇧ –drag guide
Selects first or last frame	⇧ + ⌥ + ⌘ + Page Up or Pag Down
Selects previous or next frame	⌥ + ⌘ + Page Up or Page Down

RESULT	ACTION
Selects page number in page box	⌘ + J
Goes to master page while Pages palette is closed	⌘ + J, type prefix of master, press Enter
Selects magnification box in document window	⌥ + ⌘ + 5 (main keyboard)
Switches between page and spread guides (creation only)	⌘ –drag guide
Creates vertical and horizontal ruler guides for the spread	⌘ –drag from zero point
Typical display resolution	⌥ + ⌘ + Z
Optimized display resolution	⌥ + ⌘ + O
High-quality display resolution	⌥ + ⌘ + H
Selects all guides	⌥ + ⌘ + G
Locks or unlocks zero point	Control–click zero point and choose option
Uses current magnification for view threshold of new guide	⌥ –drag guide
Selects buttons in alert dialog boxes	Press first letter of button name, if underlined
Information on installed plug-ins and InDesign components	⌘ + Apple menu > About InDesign

Indexing

RESULT	ACTION
Index palette	⇧ + F8
Create index entry without dialog box	⌥ + ⌘ + U

RESULT	ACTION
Create proper name index entry (last name, first name)	⇧ + ⌘ + F8
Open Add Page Reference dialog box	⌘ + U